

Adopted (Month Day, Year)

CONSTITUTION AND BYLAWS BROOKHAVEN RETIRED EMPLOYEES ASSOCIATION

Article I – Name

The name of this organization shall be the Brookhaven National Laboratory Retired Employees Association, hereinafter referred to as BREA.

Article II – Purpose

The purpose of BREA shall be to further retiree interests and benefits, to build closer community ties between Brookhaven National Laboratory (hereinafter referred to as BNL) and its neighbors, to publish a newsletter providing communication with retired employees, and to encourage activities for social interaction within the retirement community.

Article III - Membership

Section 1. Eligibility of membership

Membership of BREA shall be open to the following:

- A. Regular members, consisting of retired employees and employees out on long-term disability.
- B. Associate members, consisting of all other employees of BNL, spouses of deceased members, and former employees currently employed elsewhere.
- C. Honorary and *ex-officio* members.

Section 2.

The dues for regular and associate members shall be determined by the Board of Directors, and shall be payable in the first month of the appropriate calendar year. If dues are not paid within three months after this date, membership shall be forfeited. No dues shall be levied on new retirees for the remainder of the year in which they join, and there shall be no charge for honorary and *ex-officio* members.

Article IV - Officers

Section 1. Officers

The elected officers of BREA shall be a President, a Vice President, a Secretary, and a Treasurer, such officers to constitute the Board of Directors, hereinafter referred to as the Board. Additional officers may be appointed by the Board to assist the elected officers in their duties.

Section 2. Duties of Officers

A. President.

The President shall:

- 1. serve as chair of the Board and preside at all meetings of BREA.
- 2. appoint persons to serve as Editor of the BREA newsletter, Webmaster of the BREA website, and Recording Secretary.
- 3. have the power to appoint special representatives or committees subject to the approval of the Board

4. issue reports as needed.
5. approve all expenditures in excess of \$500.
6. act as the authorized representative of BREA in all discussions with the BNL contractor, BNL, the United States Department of Energy, and all other organizations.

B. Vice President.

The Vice President shall:

1. assume the duties of president in the absence of the latter.
2. assist the President in his duties.
3. be an *ex-officio* member of all committees and provide liaison between committees and the Board.
4. assume the office of President in the event of resignation, disability or death of the latter.

C. Secretary.

The Secretary shall:

1. have responsibility for the correspondence of BREA, maintenance of the membership files, and for ensuring that accurate minutes of meetings are provided.
2. coordinate written and electronic communications functions.
3. act in liaison with BNL in maintaining an up-to-date mailing list of members.

D. Treasurer.

The treasurer shall:

1. maintain a detailed record of the financial accounts of BREA and provide a financial statement at each meeting.
2. maintain an account at such banks as the Board shall direct, and coordinate signature authorization with the President.
3. prepare and submit an annual budget proposal as directed by the Board.

Section 3. Election of Officers

Officers shall be elected for a term of two years by a mail ballot of all regular and associate members to take place in December of odd-number years, and shall take office at the first meeting in the following year. Ballots shall allow for write-in votes for all candidates. A majority of votes on those ballots returned by this first meeting shall elect.

Section 4. Vacancies in Office

Except for the office of President, vacancies in office shall be filled by the Board for the remainder of the current term.

Article V – Meetings

Regular meetings shall be held in the second week of each month, excluding August. Special meetings may be called at the discretion of the President. Notice of such special meetings shall be provided to members in the preceding week's issue of the "Brookhaven Bulletin" and on the BREA website, and shall specify the nature of the special business to be conducted at the meeting. All issues put to a vote at any meeting shall be resolved by a simple majority vote of those members present except as provided for elsewhere in the bylaws.

Article VI - Committees

Section 1. Nominating Committee

The nominating committee shall consist of three members elected by a plurality of those members present at the October meeting. The committee shall choose its own chairman, and nominate no later than the November meeting at least one candidate for each office to be filled.

Section 2. Special Committees

The President or Board may appoint standing and special committees as and when deemed necessary.

Article VII – Amendments

These bylaws may be amended at any meeting provided that written notice has been mailed to members at least one month in advance, such notice to include the complete text of the proposed amendments and an absentee ballot. Amendments shall require a two-thirds majority vote of those members present and voting at the meeting, together with those members voting by absentee ballot.

Article VIII – Dissolution

Dissolution of BREa shall require a majority vote of the Board at any regular monthly meeting, followed within one week by a mail ballot of all members in good standing. Final dissolution shall require a two-thirds majority of votes on those ballots returned by the following monthly meeting. Upon dissolution, the distribution of any assets remaining after payment of all costs and expenses of such dissolution shall be determined by a vote of those members present at the final meeting.